

**Town of Secaucus
Job Description**

JOB TITLE: **PAYROLL ASSISTANT**

Exempt (Y/N):	No	SALARY	\$35,000.00
SHIFT:	Mon to Fri: 9:00 am – 4:00 pm	DIVISION:	Finance
LOCATION:	Town Hall	DEPARTMENT:	Payroll
UNION AFFIL:	SPEA White Collar unit	SUPERVISOR:	Payroll Supervisor

SUMMARY: The purpose of this position is to provide administrative support and perform a variety of day-to-day functions for the accuracy of the payroll for the processing of an automated payroll, Time and Attendance and for the associated processes and procedures.

Essential Job Functions includes the following. Other duties may be assigned.

- Compiles and verifies files to and from payroll system. Processes payroll utilizing automated system, including transmitting files to and from payroll system.
- Reviews payroll system daily and weekly, biweekly timecards for accuracy and completeness.
- Prepare payroll system exception reports.
- Performs audits on employee timecards.
- Ensures the maintenance of employee schedules in payroll system time and attendance.
- Notifies management and / or appropriate staff if there are any discrepancies in missed punches, badge malfunctions and work schedules.
- Act as liaison between payroll and employees and / or management with inquiries regarding payroll discrepancies, pay, hours, overtime, retro, and available PTO allotments.
- Maintains confidentiality of aspects of job responsibilities.
- Creates, run, and distributes payroll reports.
- Prepare government reports as required via payroll system.
- Records changes to the payroll system and inputting new hires, transfers, leaves of absences and terminations.
- Review and prepare attendance records of employees.
- Work closely and follow up with other department staff who provide payroll input to ensure information is accurate, and complete.
- Calculates payroll raises and retroactive pay according to union contracts and all other employees.
- Maintains employee's personnel files to respond to inquiries and provides information to authorized persons.
- Filing of new hires, retirees, disciplinary, terminations and other related personnel information.

- Record, pay and post monthly payroll deductions: union dues, health benefits, insurance, and pensions.
- Prepare and submit unemployment, disability, mortgage, and employment verifications forms
- Maintains files of accounting/statistical data and reports. Collects and analyzes data needed as a basis for administrative decisions.
- Responsible for compliance with all local, state, and federal employment laws and regulations.
- Assist Human Resources Officer with varied human resources duties as needed.
- Other duties as needed.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

- High School diploma required or equivalent, some college a plus.
- Minimum three (3) years' experience in processing an automated bi-weekly and monthly payroll system; Paylocity, ADP, Ceridian, or similar automated payroll system for 500 plus employees.
- Administrative experience in collecting, calculating, and entering data, preparing reports, compiling summaries, resolving discrepancies, verifying information, and processing large amounts of information with high attention to detail.
- Knowledge of state payroll compliance and principles and best practices
- Proficient in Microsoft office applications including Word and Excel.
- Detail oriented with strong organizational skills, and accuracy,
- Strong analytical and mathematical skills.
- Outstanding written communications skills that are concise, accurate, positive, empathic, and persuasive
- Ability to disseminate information relating to the operations in a professional, concise, and consistent manner.
- Must possess the ability to establish and maintain effective working relationships with local officials, department heads, and employees.
- Excellent customer service skills in dealing calmly, courteously, and tactfully with employees.
- Excellent interpersonal and oral communications.
- Meticulous attention to detail with extraordinary follow-up skills.
- Ability to collaborate and work effectively in a high volume, fast paced and to work closely and maintain solid relationships with HR, and Benefits.
- Contribute to the team effort by assisting when needed and training in other HR functions.
- Must maintain confidentiality with employee information, matters and personnel files.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and

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hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

NOTICE REQUIREMENT: In accordance with certain agreements between the Town of Secaucus and various employee bargaining units, the above job opportunity is hereby posted for a period of not less than five days prior to action by the Town of Secaucus to fill the vacancy. Applications and / or resumes should be filed with Human Resources or emailed to slopez@secaucus.net.

Posting expires: May 18, 2022,

EOE/M/F/V/D